



WHITE COUNTY, TENNESSEE  
DEPARTMENT OF FINANCE  
COURTHOUSE ROOM 204  
1 EAST BOCKMAN WAY  
SPARTA, TENNESSEE 38583  
PHONE (931)-836-3216 FAX (931)-836-3343  
[finance@whitecountyttn.gov](mailto:finance@whitecountyttn.gov)

**WHITE COUNTY, TENNESSEE**  
**Bid Package**  
*for*  
**Bid Number: 2015-0501-02-010**

**Janitorial Services**  
**White County High School Campus**

Bid Opening:  
May 1, 2015  
2:00pm Central Time

Contents:  
Information to Bidders  
Specifications  
Bid Forms  
Advertisement

*Posted for public inspection at*  
*[whitecountyttn.gov/bids](http://whitecountyttn.gov/bids)*



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## **Invitation to bid**

### **Description of items/services requested:**

The White County Government is soliciting bids for janitorial services at the White County High School campus from June 1, 2015 through May 31, 2017.

### **General Requirements:**

Proposals, bids, or responses will be accepted by the White County Department of Finance no later than **2:00 p.m. May 1, 2015** (local time). Every document must be enclosed in an envelope clearly marked as a bid document. Any response, bid or proposal received after the above deadline shall be considered late, and will not be opened or considered. Bid prices must be valid for no less than thirty (30) days from the date of the bid.

All documents shall be submitted to the following address:

Chad S. Marcum, Director of Finance  
White County Department of Finance  
Courthouse Room 204  
1 East Bockman Way  
Sparta, Tennessee 38583

### **Specifications:**

White County is requesting bids for janitorial/cleaning services of the entire White County High School Campus for the period of June 1, 2015 through May 31, 2017. Bids should be inclusive of the following locations/areas:

1. WCHS Main Building located at 267 Allen Drive
  - a. Includes:
    - i. Main Gymnasium
    - ii. Multipurpose Gymnasium
    - iii. Gymnasium Locker Rooms
    - iv. Football Fieldhouse
    - v. Football Stadium and Restrooms
    - vi. Fitness Center
2. Career Technical Building located at 275 Allen Drive
  - a. Excludes Shop Area
3. Motlow College Building located at 102 Robert Knight Drive



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**Specifications (continued):**

At all locations, the following tasks are to be performed:

- Floors must be swept daily
- Floors must be stripped and waxed at least once per year. Main hallways and common areas may require additional applications.
  - Bidder will be responsible for moving furniture so floors may be properly cleaned and maintained.
- Walls should be periodically wiped down.
- Windows and doors should be cleaned. This includes both the interior and exterior glass.
- Lockers, door and window ledges, and any overhanging areas should be dusted.
- Trash should be disposed of in outside receptacles.
  - Emptying of outside receptacles is excluded.

Two (2) people must be on hand during school hours to maintain restrooms and common areas.

The majority of cleaning must be performed after school hours.

Background checks will be required on all employees working on the school campus. Additionally, references are being requested and should be submitted with your bid.

White County will provide all equipment and supplies necessary to perform the work being bid.

White County reserves the right to terminate any agreement, without notice, due to unsatisfactory work or for actions detrimental to the mission of educating students.

**To schedule a site visit to inspect the building prior to the bid opening date, please contact Mr. Grant Swallows at 931-836-3214.**

Please submit one (1) original and one (1) copy of your bid documents.

Alternate bids and specifications are not acceptable unless specifically asked for and /or authorized.



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## General Bidding Procedures

**Bid Limit:** White County requires all purchases over \$10,000 to be acquired by sealed competitive bids. Exceptions: Fuel, emergency purchases, and any items excluded by statute

**Location:** All bids must be submitted to the White County Department of Finance at or before the announced deadline.

Courthouse Room 204  
1 East Bockman Way  
Sparta, Tennessee 38583

**Bid Document:** For certain projects the Owner will supply a bid form to be completed by the bidder. When such forms are issued, only bids returned with the proper forms will be accepted. Envelopes must be sealed and marked as a bid document. Any bid may be withdrawn prior to the day, date and time as set forth in the "bid invitation". On construction related bids, the envelope must contain the following information visible from the outside: TN License number, expiration date, classifications and limitations.

**Electronic transmissions:** Electronic transmissions will not be accepted except when in the course of the bidding process addendums or other notifications of errors on behalf of the owner places an undue hardship upon prospective bidders. Written notification by the owner must precede the acceptance of Facsimile transmissions.

**Bid Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a bid bond equal to five percent of the total price of the bid. Contracts for the services of a construction manager shall require a bid bond in the amount of ten percent. The owner may request bonds on other services as determined by the Finance Department.

**Performance Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a performance bond equal to one hundred percent of the contract price. The owner may request bonds other services as determined by the Finance Department.

**Payment Bond:** For construction related bids, in excess of \$25,000 dollars, the owner requires a payment bond equal to one hundred percent of the contract price except as stipulated under T.C.A. 12-4-201. The owner may request bonds other services as determined by the Finance Department.

**Disclosures by bidders:** For construction bids in excess of \$25,000 interested bidders must include the following information on the outside of the envelope containing the bid document: Name, License number, Expiration date thereof, and license classification of the contractors applying to bid as stated in T.C.A. 62-6-119. For construction bids less than \$25,000, the name only is required. White County maintains a drug-free workplace and requires all bidders for construction contracts to comply with T.C.A. 50-9-114.

**Laws and Regulations:** The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though herein written out in full. Bidders may be required to provide proof of valid business license and Workers Compensation Insurance if required by law.

**Sub-contracts:** The Bidder is specifically advised that any person, firm, or other party to whom it is proposed to award a sub-contract under this contract must be acceptable to the Owner.



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**Award of Contract:** The owner (White County) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all non-conforming, non-responsive or conditional bids. White County may conduct such investigations as it deems necessary to assist in the evaluation of any bid to establish the responsibility, qualifications, and financial ability of the bidder, proposed sub-contractors and other persons and organizations to perform the work in accordance with the contract documents to the bidder who does not pass any such evaluation to the owner's satisfaction. The contract shall be awarded to the lowest, best and most responsible bidder, whose evaluation by the owner indicates to the owner that the award will be in the best interest of White County. It is also understood that the "apparent low bidder" will be announced at the bid opening; however the "successful bidder", who may or may not be the lowest bidder, will not be announced until all issues, which include, but are not limited to quality, service, conformity to specifications, etc. have been resolved and until a period of review has been completed by the County. White County does not enter into contracts which provide for mediation or arbitration.

**Construction Contracts – Retainage:** The Owner will retain five percent of funds on contracts over \$500,000 dollars per T.C.A. 66-11-144.

**Title VI of the Civil Rights Act of 1964:** All interested parties, without regard of race, color or national origin, shall be afforded the opportunity to bid and shall receive equal consideration. Title VI states "No person in the United States shall, on the ground of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity receiving Federal financial assistance." White County strives to protect individuals' civil rights through active compliance with the requirements of Title VI.

**Warranty:** The vendor shall provide warranty information on the equipment, components and items bid with the bid submittal.

**Payments:** Invoices that are submitted by the awarded bidder are required to provide accurate and current addresses. Payment terms shall be specified in the bid response, including any discounts for early payment. The Finance Department of White County discourages the practice of picking up checks in person, unless there is an emergency situation.

**Errors in Bids:** When an error is made in extending total prices, the unit bid price will govern. Carelessness in quoting prices or in preparation of bid otherwise, will not relieve the bidder. Erasures or changes to bids must be initialed. Any alteration, erasure, addition to or omission of required information, change of the specifications or bidding schedule, is made at the risk of the bidder.

**Taxes:** White County is tax exempt.

**Tie Bids:** If two or more bidders submit identical bids and is equally qualified; selection shall be made at the discretion of the county based on performance.

**Contractors, Subcontractors and employees:** If work is to be performed during regular school hours when children are present, the county reserves the right to require background checks, dress codes and certain ethical standards of all employees on school property.

**Specification details:** These specifications have been designed to meet a certain level of quality as well as to standardize certain components. In numerous places reference to specific brands of components may have been made. This has been done to establish a certain level of quality and in no way is an attempt to write out vendors of similar or equal equipment components.



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### Bid Form

Project: White County High School – Janitorial Service (6/1/13 – 5/31/17)

Bid Date: May 1, 2015; 2:00p.m. central time

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Bid Amount: \_\_\_\_\_ Dollars per year.

(\$ \_\_\_\_\_) per year.

**By submitting a bid, bidder agrees to and confirms that the above bid price is inclusive of all specifications and conditions as outlined in this invitation to bid unless otherwise specifically noted by the bidder.**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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## Advertisement for Bid

White County, Tennessee  
Advertisement for Bids  
Bid No. 2015-0501-02-010

Take notice that the Director of Finance for White County shall accept sealed written bids for janitorial services at the White County High School campus.

Proposals, bids, or responses must be submitted to the office of the Director of Finance, Room 204, White County Courthouse, Sparta, Tennessee, 38583, no later than 2:00 P.M. central time, May 1, 2015 at which time the bids will be opened and considered.

Copies of bid documents may be obtained at [whitecountyttn.gov/bids](http://whitecountyttn.gov/bids)

The owner (White County) further reserves the right to reject any and all bids, to waive any and all informalities and to negotiate contract terms with the successful bidder, and the right to disregard all nonconforming, non-responsive or conditional bids.

Chad S. Marcum  
Director of Finance  
Publication Date: 04/20/2015